Federal Deposit Insurance Corporation

Office of the Comptroller of the Currency

Board of Governors of the Federal Reserve System

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Bank Participation in CDR Testing Program

This document provides information for banks participating in the Central Data Repository (CDR) Testing Program. The testing phases include the Functional Pilot March 31, 2004 to April 20, 2004, End-to-End Test May 3, 2004 to May 24, 2004, Rollout Pilot (100+ Bank Test) July 6, 2004 to August, 16 2004. Global Enrollment in the CDR will be from June 14, 2004 to September 7, 2004. The CDR planned production implementation is October 2004.

Functional Pilot – March 31, 2004 to April 30, 2004 (data for past five quarters)
1. Agree to participate (sign letter of intent)
    a. Identify point of contact
    b. Identify user participants
2. Enroll through security signup (instructions will be sent through U.S. mail, participants will go to a website to set up User IDs and passwords)
3. Install new software from software vendor (may involve the bank's IT group in the security setup and testing)
4. Test new software with software vendor rep
5. Receive training on new software from software vendor
6. Receive and review test participation instructions (an emailed document followed by a conference call for Q&A)
7. Software vendor distributes (through method of their choice) new taxonomies
8. Download test (sample) data files, which are designed to pass or fail selected edits from CDR, with each bank using different data depending upon its size and other factors
9. Prepare test Call Report data
10. Submit test Call Report data
11. Participate in handling validity edit failures (may involve calls to Call Report analyst as designated for the Functional Pilot Test)
12. Call help desk provided by software vendors, if necessary
13. Participate in lessons learned

End-to-End Test – May 3, 2004 to June 4, 2004 (data from past nine quarters)
1. New bank participants go through same procedure as banks did for Functional Pilot (exception is enrollment, which will be through final process, Web service provided through CDR)
2. Banks that participated in the Functional Pilot will already be enrolled, so they will start at the point of having their current software vendors installing their new release

3. Banks that participated in the Functional Pilot will likely receive brief additional training to reflect new or improved functionality of vendor software or CDR itself (training to be provided by software vendors)
4. All banks will repeat the functionality test during the Functional Pilot to fully test the new release(s) of the CDR software and their vendor's software
5. This testing will involve nine prior quarters of taxonomies and all the year-to-year validity checks using one quarter of actual data (March 2004)
6. Participants in test will use all help desks:
    a. Software vendor help desks will handle questions on their software up to the point of "submit data to CDR"
    b. CDR help desk will handle questions on problems that occur after the point of "submit data to CDR"
    c. Call Report Analysts will handle questions regarding Call Report instructions, validity check exceptions and answers to quality edit exceptions

Rollout Pilot (100+ Bank Test) July 6, 2004 to September 3, 2004
1. Use same procedure as End-to-End test
2. This test will involve a side-by-side comparison of the same June 2004 Call Report data submitted via the EDS process and via the CDR process (enter same data into two different software packages)
3. Banks will receive directions on date and time for submittals in an attempt to provide a heavy peak load on the CDR

Global Enrollment – June 14, 2004 to September 7, 2004
1. Broadcast media for soliciting enrollment (Sequence will be paper mail, email, followed by phone call if necessary)
2. Go to website for enrollment
3. Participate with software vendor for installation and training
4. Go to website to download test file
5. Submit test (sample) Call Report data provided by the CDR and receive feedback that accurate test Call Report data were received and validated

The following table shows the average number of hours required by financial institution staff to participate in each of the testing phases and in global enrollment. These estimates break out the hours required for both the regulatory report preparer and bank IT support staff. Once an institution begins participating in the testing events, they are committed to participating in subsequent testing events. As shown in the table, the hourly estimates for banks that are returning for a subsequent testing event are lower (due to steps already performed and experience gained in previous testing events).

Estimated Hours of Bank Resources for Test Participation

		Regulatory Report Preparer	Bank IT Support
Functional Pilot	New Banks	14	11
	Returning Banks	na	na
End-to-End Test	New Banks	21	11
	Returning Banks	14.7	4.5
Rollout Pilot (100+ Bank Test)	New Banks	25	11
	Returning Banks	14.7	4.5
Global Enrollment	New Banks	8	8
	Returning Banks	3.3	3.1